HEAD ADMINISTRATOR

Job Description

**Reports to:** Governing Council

**Job Overview**

The Head Administrator at Six Directions Indigenous School is a combined principal and superintendent, tasked with leading the school to meet the founding mission and educational philosophies. Specifically, the Head Administrator will lead SDIS to implement the key terms of the Contract/Performance Framework established between the school and the Public Education Commission. In this, the Head Administrator is primarily an instructional leader. The Head Administrator, as superintendent, will also be an operational leader, charged with ensuring the school remains in compliance with all applicable federal and state laws, and implementing school policies established by the Governing Council. Finally, the Governing Council sees the Head Administrator as a community leader who is responsible for building a strong community among staff, students, and families in addition to establishing external public relationships and building support for Six Directions’ mission and philosophies. The exact duties and responsibilities of the Head Administrator will evolve over time from more hands-on involvement in academic processes to more managerial-level tasks as the school grows larger, but the Head Administrator is always the leader of our school and responsible for its performance.

**Duties and Responsibilities**

**Instructional**

* Manages and evaluates instructional staff: deans or assistant principals, teachers, EAs, Special Education and ancillary staff, etc.
* Leads school to operate with fidelity to material terms of the school’s Contract and Performance Framework
* Manages school staff to complete annual state testing requirements
* Manages professional development for staff, including individual PDPs, mentoring for new teachers, and staff-wide training and strategic planning.
* Manages curriculum writing, especially for courses that are unique to SDIS like Project-Based Learning and Indigenous Studies
* Leads the school to sustain a safe, productive, inclusive, and warm school culture
* Manages student discipline policies and procedures, inclusive of developing the use of restorative practices at SDIS.

**Operational**

* Manages the school facility in alignment with state standards, the school’s lease, and the Facility Master Plan.
* Writes and updates a Facility Master Plan as necessary
* Manages the school budget from annually writing a budget to monitoring internal controls and procedures to updating the Governing Council and other staff as necessary about the budget’s status.
* Raises revenues as necessary
* Manages school food and transportation programs
* Manages and evaluates the business and operational staff of the school: the business manager, secretary, registrar, custodian, etc.
* Recruits, assesses and hires all school staff
* Recruits students annually and monitors application and enrollment processes

**External**

* Maintains professional relationship with the Public Education Commission and applicable staff at the Public Education Department
* Builds public relationships in the greater Gallup community, Zuni Pueblo, and Navajo Nation to build support for SDIS and its educational model
* Takes opportunities to build a strong public narrative about SDIS’s work (eg hosting Indigenous People’s Day, inviting tribal or state representatives to the school, representing SDIS at important public events, etc.)

**Governance**

* Communicates regular updates to the Governing Council
* Serves as the clerk of the Governing Council, responsible for supporting the Chair in creating and posting agendas, creating and posting minutes, communicating with the PEC, etc.

**Qualifications**

**Education & Licensure**

* New Mexico Level III-B Administrative Licensure

COMPENSATION:Salary and benefits are competitive and dependent upon prior experience.

EQUAL OPPORTUNITY EMPLOYER: Six Directions Indigenous School seeks individuals of all ethnic and racial backgrounds to apply for this position, particularly those with a demonstrable and deep commitment to Indigenous communities and students. We are committed to maximizing the diversity of our school and are eager to engage all those who can contribute to this effort.